

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 023-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Boat Captain/Mechanic

OPENING DATE: June 21, 2013

CLOSING DATE: July 8, 2013

WORK HOURS: Full-time; 40 hours/ week (Monday-Friday)

GRADE: *Not-Ordinarily Resident: FP--AA (To be confirmed by Washington)

*Ordinarily Resident: FSN Grade 04

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking for an individual for position Boat Captain/Mechanic. The position is located in the General Services Section and reports to the Motorpool Supervisor.

FUNCTIONS OF THE POSITION:

Boat Captain/Mechanic duties: Maintains and operate embassy boat for use in emergency evacuations, medical emergencies and Marine training, and recreational use of staff. Maintain boat, trailer and towing truck in sound operating condition. Ensure that boat is filled with fuel, mixture is correct, life jackets, and anchor with rope fire extinguisher and other navigational gadgets are on board. Advise on the right marina for the launching and re-launching. Discuss and advise on weather and route with passengers and that Management Notice regulations on use of boat are followed. Check periodic services on boat's hull, motor, navigational equipment, and trailer and carry out the necessary repairs including painting, changing lower gear tube and checking the wiring. Carry out major repairs e.g overhauling motor, designing some parts, work hand in hand with GSO mechanics as

wells as maintenance staff. When parts are needed, consult supervisor, procurement personnel and advise what to purchase. Follow owners and workshop manuals on motor and other navigational equipment to maintain standards. Maintain contact with fellow boat mechanics and boat captains for update on navigational news on the Atlantic Ocean and fresh water rivers along the coast of Sierra Leone.

Auto Mechanic Duties: Perform repairs on any malfunctioning auto parts or systems. This includes mechanical, engine failure; faulty carburetion; transmission trouble - clutch slip, hard gear shift, etc, loose or worn suspension, electrical/electronic; failure to start; faulty charging system, faulty lighting system; faulty ignition system; troubled antilock brake system. Hydraulic: brake and clutch failure, power steering troubles, lift trucks. Pneumatic: air brake and clutch failure, shift gear failure, and air conditioning.

Determine the purchase of replacement parts after consultation with the supervisor. Local purchase is only done in case of emergency and when parts are not in stock. Make purchases on genuine, appropriate and reasonably priced parts.

Perform any other duties that may be assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of elementary school, and completion of technical/mechanical vocational training or apprenticeship required.
2. **Experience:** Two years marine mechanic and pilot/navigation experience required. Experience should include navigation in Freetown and its peninsular area.
3. **Language Ability:** Level II English ability in written and spoken English.
4. **Knowledge:** Must have good working knowledge of all local reefs, shipwrecks, and other hazards, which pose a threat to safe navigation of boats. Some mechanical knowledge of practices and procedures of boat and gardening equipment maintenance.
5. **Abilities:** Must have valid local driver's license appropriate to type of vehicles/boat operations. Must be able to use hand held radios and be able to communicate effectively with supervisors and passengers.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Boat Captain/Mechanic)
Embassy of the United States of America
Southridge, Hill Station
FAX: 076-515-075

Email: HRFreetown@state.gov

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 8, 2013

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.